SOFTWARE INSTRUCTIONS
Adult Foster Care Cost Report
For FY 2014 Filing

Minimum System Requirements

Computer/Processor: An IBM-compatible computer with a 486 66MHz processor (or higher)
Memory: 4 GB RAM
Hard Disk: 4 MB Available for a typical installation
Drive: 31/2" floppy diskette drive
Display: VGA or higher-resolution monitor; Super VGA recommended
Operating System: Microsoft Windows XP or higher operating system
Peripherals: Microsoft Mouse or compatible pointing device
Software: Microsoft Excel 2010 or higher.

Files Needed.

You need to download multiple files:

1 Microsoft Word file containing an electronic copy of this document.
afc-cost-report-software-instructions-fy14.doc

1 Microsoft Word file containing an electronic copy of the preparation instructions.
afc-cost-report-directions-fy14.doc

A Microsoft Excel file containing the cost report workbook.
afc-cost-report-fy14.xlsx

If you are running Windows XP, Windows 7, or Windows 8
Create a folder called CostReport and copy the required files there.

Open the file from Excel.

Open the appropriate workbook file and **IMMEDIATELY SAVE** the file as an *.XLSX file named AFCCRNN.XLSX where NN represents the last two digits of the fiscal year of the filing.

Example: You are filing a report with a fiscal year end of 06/30/**2014**, The file name should be AFCCR14.XLSX.

Save the AFCCR14.XLSX file to the CostReport folder you just created. Use only the AFCCR14.XLSX file and you will always have a clean workbook file as a starting point.

Save Your Work

When you are done entering data for a session, save the *.XLSX file.

YOU must save your work! Save your work frequently to avoid re-work.

Getting Help

Questions regarding the cost report should be directed to CHIA's Pricing Cost Report Help desk at (617) 701-8297.

Submitting your Report

When you are ready to submit your report to CHIA, rename the AFCCR14 file with your agency name as a prefix, i.e.: AgencyName_AFCCR14.xlsx. Then email the AgencyName_AFCCR14.xlsx file to us as an email attachment.

Be sure your email contains your organization's name, the filing FYE, and the filename AgencyName_AFCCRNN.XLSX where NN is the last two digits of the filing year.

Email your filing as an email attachment to
CHIA.Data@state.ma.us